

STATE OF CALIFORNIA
Department of Parks and Recreation

CAREER OPPORTUNITY BULLETIN



Date: October 6, 2004

Bulletin #: 536

This Career Opportunity Bulletin may also be viewed on our website at
www.parks.ca.gov

The Mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

HOW TO APPLY

For each separate position, please forward a standard state application Std Form 678. Indicate the position and location of the job for which you are applying. Send your application to:

Department of Parks and Recreation

P.O. Box 942896

Sacramento, CA 94296

Attention: Personnel Services Division/Certification Unit

All applications must be postmarked by the final filing date

FINAL FILING DATE FOR JOBS POSTED IN THIS BULLETIN: October 15, 2004

California Relay Service **TDD 1-800-735-2929**

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

Career Opportunity Bulletin #536:

- **ASSISTANT STATE PARK RESOURCE ECOLOGIST (PERMANENT INTERMITTENT) – NORTHERN BUTTES DISTRICT**
- **MAINTENANCE MECHANIC – SIERRA DISTRICT/SIERRA GOLD SECTOR/ SOUTH YUBA RIVER STATE PARK**
- **OFFICE ASSISTANT (GENERAL) (PERMANENT INTERMITTENT) – NORTH BAY DISTRICT/MARIN SECTOR/MT. TAMALPAIS STATE PARK**
- **OFFICE ASSISTANT (TYPING) (PERMANENT INTERMITTENT) – TWIN CITIES DISTRICT/PRAIRIE CITY STATE VEHICULAR RECREATION AREA**
- **OFFICE TECHNICIAN (TYPING) – INLAND EMPIRE DISTRICT/SILVERWOOD SECTOR/SILVERWOOD LAKE STATE RECREATION AREA**
- **OFFICE TECHNICIAN (TYPING) (PERMANENT INTERMITTENT) – NORTH COAST REDWOODS DISTRICT**
- **PARK MAINTENANCE WORKER I – CHANNEL COAST DISTRICT/VENTURA SECTOR**
- **STAFF PARK AND RECREATION SPECIALIST – OFFICE OF GRANTS AND LOCAL SERVICES/HEADQUARTERS/SACRAMENTO**
- **STAFF PARK AND RECREATION SPECIALIST – OFFICE OF GRANTS AND LOCAL SERVICES/HEADQUARTERS/SACRAMENTO**

The following vacancies are offered as advertisement to candidates who are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

- **STATE PARK RANGER (TWO POSITIONS) – CENTRAL VALLEY DISTRICT/SAN JOAQUIN SECTOR/MILLERTON LAKE STATE RECREATION AREA**
- **STATE PARK RANGER (TWO POSITIONS) – INLAND EMPIRE DISTRICT/PERRIS SECTOR/LAKE PERRIS STATE RECREATION AREA**
- **SUPERVISING STATE PARK RANGER (LIMITED TERM 24 MONTHS) – SANTA CRUZ DISTRICT/SANTA CRUZ MOUNTAINS SECTOR**
- **SUPERVISING STATE PARK RANGER – TWIN CITIES DISTRICT/PRAIRIE CITY STATE VEHICULAR RECREATION AREA**

WHO MAY APPLY

This Career Opportunity Bulletin is for **State employees and/or candidates with current civil service list eligibility**. Anyone eligible for a transfer, change in class, list appointment, training and development assignment, or reinstatement may be considered according to guidelines outlined in DAM 210.311-314

Only the most qualified candidates will be selected for an interview and all appointments are subject to SROA provisions.

(For those classes in Units 10,14,15, and 21, this bulletin does not constitute the transfer process contained in the agreements with the State.)

UNIT 7 (CAUSE): Positions for voluntary geographic transfers will be filled in accordance With Article 16, Section 16.9 of the Unit 7 collective bargaining agreement.

Unit 12 (International Union of Operating Engineers – IUOE)
Positions for voluntary geographic transfers will be filled in accordance with Article 17, Sections 17.1-17.7 of the Unit 12 collective bargaining agreement.

Unit 13 (International Union of Operating Engineers – IUOE)
Positions for voluntary geographic transfers will be filled in accordance with Article 14.1 of the Unit 13 collective bargaining agreement.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

ASSISTANT STATE PARK RESOURCE ECOLOGIST (PERMANENT INTERMITTENT) (\$15.18-\$22.55/HOUR) – NORTHERN BUTTES DISTRICT

The reporting location for this position is the Northern Buttes District Headquarters, located in Oroville. This position will work under the direction of the Park Maintenance Chief III, and under the lead of the District's Resource Ecologist. The incumbent will be responsible for writing and implementing vegetation management plans, and acting as lead worker for a vegetation management crew restoring degraded habitats and controlling alien weeds. Restoration techniques will include rearing, planting and irrigating native species, and maintaining the restoration sites using an integrated approach to alien plant management that includes use of herbicides. Possession of a Qualified Applicators Certificate is required. Knowledge of ArcView 8 GIS software is desirable. This position may work up to 1500 hours per year. **State housing is not available.** For further information regarding this position, please contact Woody Elliott (530) 538-2212 or email at welli@parks.ca.gov.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

MAINTENANCE MECHANIC (\$3584-\$3931) – SIERRA DISTRICT/SIERRA GOLD SECTOR/SOUTH YUBA RIVER STATE PARK

The reporting location for this position is the Maintenance Shop, located in South Yuba River State Park. This position will work under the direction of the Sierra Gold Park Maintenance Supervisor. The primary duties of this position will be to provide basic maintenance of the sector water systems; diesel generators; perform and lead others in the miscellaneous skilled work necessary to assure the safe and efficient maintenance of park facilities, and provide leadership and training to seasonal personnel and other maintenance workers. This position is required to maintain a "T2" Water Treatment License for operation of waterplants at South Yuba River State Park and Malakoff Diggins State Park. A differential will be paid for the Water Treatment license. The work shift for this position is Sunday through Thursday 7:30am to 4:00pm, with Fridays and Saturdays off. **State housing is not available.** For further information regarding this position, please contact Mike Williams at (530) 273-3884.

OFFICE ASSISTANT (GENERAL) (PERMANENT INTERMITTENT) (\$11.18-\$14.93/HOUR) – NORTH BAY DISTRICT/MARIN SECTOR/MT. TAMALPAIS STATE PARK

The reporting location for this position is Mt. Tamalpais State Park. This position will work under the direction of the Supervising State Park Ranger. The incumbent will be responsible for processing film permits as well as all reception duties, district mail delivery, ordering supplies, reporting the district visitation, and maintaining the districts files. Public contact and answering park visitor questions are routine. This position may work up to 700 hours per year. **State housing is not available.** For further information regarding this position, please contact Tina Williams at (415) 328-6589.

OFFICE ASSISTANT (TYPING) (PERMANENT INTERMITTENT) (\$11.56-\$15.24/HOUR) – TWIN CITIES DISTRICT/PRAIRIE CITY STATE VEHICULAR RECREATION AREA

The reporting location for this position is the Twin Cities District Office, located in Rancho Cordova. This position will work under the direction of the Administrative Officer. The District is looking for an incumbent who is a motivated self-starter and capable of providing exceptional customer service. Experience with Microsoft Access and Excel is desired. This position may work up to 1500 hours a year. **State housing may be available.** For further information regarding this position, please contact Mary Hamilton at (916) 985-8521 ext.25.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

**OFFICE TECHNICIAN (TYPING) (\$2510-\$3050) – INLAND EMPIRE DISTRICT/
SILVERWOOD SECTOR/SILVERWOOD LAKE STATE RECREATION AREA**

The reporting location for this position is Silverwood Lake State Recreation Area. This position will work under the direction of the Sector Superintendent. The incumbent will be responsible for the efficient operation of the Silverwood Sector Office and is the lead person overseeing the Sector's business and administrative services. This position will provide an opportunity for someone interested in learning the full spectrum of the administrative program while enjoying the beautiful, serene setting of Silverwood Lake. This will be a very challenging and rewarding position for someone, who is detail oriented, with great organizational and customer service skills. **State housing is not available.** For further information regarding this position, please contact Larry Cermak at (760) 389-2281.

**OFFICE TECHNICIAN (TYPING) (PERMANENT INTERMITTENT) (\$14.48-\$17.60) –
NORTH COAST REDWOODS DISTRICT**

The reporting location for this position is the District's Roads, Trails and Resource Maintenance Section. This position will work under the direction of the section Supervisor. The incumbent will collect, enter and maintain data related to the District's road, trail and watershed restoration programs. This includes working with MAXIMO and Trail Ware data base programs, as well as Excel spreadsheets used for data collection, 473 templates and cost estimating. The incumbent will also perform some field data collection and will maintain project documentation files. This position may work up to 1500 hours per year. Funding for this position is subject to obtaining grants, capital outlay, deferred maintenance and Category 1 maintenance dollars. **State housing is not available.** For further information regarding this position, please contact Don Beers at (707) 445-6547 ext. 18 or e-mail dbeer@parks.ca.gov.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

PARK MAINTENANCE WORKER I (\$2737-\$3268) – CHANNEL COAST DISTRICT/VENTURA SECTOR

The reporting location for this position is San Buenaventura State Beach. Additional parks in this sector are Emma Wood State Beach and McGrath State Beach. This position may also assist other sectors with their operations. This position will work under the direction of the Park Maintenance Supervisor. The incumbent will assist with the repair, maintenance and housekeeping of buildings, grounds, roads and trail systems. There are a variety of challenges and opportunities in this coastal region, with its terrific scenery and mild weather. Good team skills are desirable. The work shift for this position is Tuesday through Saturday from 7:00am to 3:30pm. **State housing is not available.** For further information regarding this position, please contact Bruce Davis at (805) 648-4402.

STAFF PARK AND RECREATION SPECIALIST (\$4963-\$5988) – OFFICE OF GRANTS AND LOCAL SERVICES/HEADQUARTERS/SACRAMENTO

The reporting location for this position is the Office of Grants and Local Services, located at Headquarters in Sacramento. This position will work under the direction of the Senior Park and Recreation Specialist. The incumbent will supervise up to six Associate Park and Recreation Specialists/Park and Recreation Specialists. The incumbent will have statewide responsibility for supervising the development of rules, regulations, and policies associated with the 2002 Resource Bond Act and other grant programs. The incumbent will also be responsible for supervising and directing the evaluation and selection process for competitive statewide grant programs, and implementation of grant projects from the 2002 Resources Bond, the 2000 Park Bond, and other state and federal grant programs. The incumbent will have excellent oral and written communications skills; knowledge of state and federal laws, rules, regulations, and policies affecting the programs administration; and knowledge in establishing and maintaining relations with public agencies, private organizations, and elected officials. Interested candidates currently competing in the Staff Park and Recreation Specialist examination may apply. However, your eligibility to compete for this vacancy will be determined by the outcome of the exam process. **State housing is not available.** For further information regarding this position, please contact Betty Ettinger at (916) 651-8174.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

STAFF PARK AND RECREATION SPECIALIST (\$4963-\$5988) – OFFICE OF GRANTS AND LOCAL SERVICES/HEADQUARTERS/SACRAMENTO

The reporting location for this position is the Office of Grants and Local Services, located at Headquarters in Sacramento. This position will work under the direction of the Chief of the Office of Grants and Local Services. The incumbent will supervise the Policy Development, Administration and Information Technology Unit. The incumbent will supervise up to six staff including two Associate Park and Recreation Specialists/Park and Recreation Specialists, an Associate Information Systems Analyst, and an Information Technology consultant. The incumbent has responsibility for overseeing information technology functions, researching and preparing special reports and analysis, preparing legislative analysis, assisting with analysis of the Office budget, and preparing reports and projections on the grants budgets. The incumbent will work closely with the Department of Parks and Recreation Budgets and Accounting Divisions. The incumbent will have excellent oral and written communications skills, excellent analytical skills, knowledge of state federal laws, rules and regulations and policies affecting the program administrated by the Office. Demonstrated skills in performing complex analytical work are desired. Interested candidates currently competing in the Staff Park and Recreation Specialist examination may apply. However, your eligibility to compete for this vacancy will be determined by the outcome of the exam process. **State housing is not available.** For further information regarding this position, please contact Nina Gordon at (916) 651-8173.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

The following vacancy is offered as advertisement to candidates who are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

STATE PARK RANGER (TWO POSITIONS) (\$2890-\$4135) – CENTRAL VALLEY DISTRICT/SAN JOAQUIN SECTOR/MILLERTON LAKE STATE RECREATION AREA

The reporting location for these positions is the Millerton Lake State Recreation Area, located at Friant, in the San Joaquin Valley. These positions will work under the direction of the Supervising State Park Ranger. The incumbents will be responsible for assisting in the visitor services operation at Millerton Lake State Recreation Area and Kechaye Cultural Preserve. If you are a creative, energetic and resourceful individual who is willing to take on a wide variety of challenges, these are the positions for you. The incumbents will be involved in diversified tasks such as interpretation, safety and enforcement, seasonal employees, day use and campground operations, cultural and natural resource management, volunteers, and special events. **State housing is not available.** For further information regarding these positions, please contact Kevin Buchanan or Daniel Falat at (559) 822-2332.

STATE PARK RANGER (TWO POSITIONS) (\$2890-\$4135) – INLAND EMPIRE DISTRICT/PERRIS SECTOR/LAKE PERRIS STATE RECREATION AREA

The reporting location for these positions is Lake Perris State Recreation Area. These positions will work under the direction of the Supervising State Park Ranger. The incumbents will be responsible for patrol, enforcement, interpretation, resource management, and visitor safety at Lake Perris State Recreation Area. The function of the positions is to assure the safety of the visitor; interpret natural, cultural and recreational resources; protect the facilities; manage campground operations; prepare reports, and maintain equipment used in the patrol and interpretive functions. **State housing is not available.** For further information regarding these positions, please contact Kathy Weatherman at (909) 940-5645.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

The following vacancy is offered as advertisement to candidates who are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

SUPERVISING STATE PARK RANGER (LIMITED TERM 24 MONTHS) (\$3965-\$4774) - SANTA CRUZ DISTRICT/SANTA CRUZ MOUNTAINS SECTOR

The reporting location for this position is Henry Cowell Redwoods State Park, located in Felton. This position will work under the direction of the Sector Superintendent. The incumbent will supervise the Visitor Services programs of Henry Cowell Redwoods and the Fall Creek unit of the park. The park has a campground, a magnificent old growth Redwood grove, Visitor Center, and some of the most beautiful and scenic park land in California. The park has very active volunteer, cooperating association and interpretive programs. Duties will include supervision of seasonal and permanent employees, law enforcement, interpretation, public relations, and resource management. The incumbent will be responsible for knowing, and assisting with, the Visitor Services programs district-wide. This limited term position will be a maximum of two years. **State housing may be available.** For further information regarding this position, please contact William Dall at (831) 335-6316 or at bdall@parks.ca.gov.

SUPERVISING STATE PARK RANGER (\$3965-\$4774) – TWIN CITIES DISTRICT/PRAIRIE CITY STATE VEHICULAR RECREATION AREA

The reporting location for this position is the Prairie City State Vehicular Recreation Area. This position will work under the direction of the Assistant District Superintendent. The incumbent will assume comprehensive oversight and planning of the Prairie City Visitor Services program, which includes concession operations and public safety operations. Additionally, the incumbent will participate as an integral team member of the District Support Staff. As such, the incumbent will at times be required to report to the District Office at Prairie City State Vehicular Recreation Area for training and district specific assignments. The incumbent shall demonstrate a strong commitment to teamwork and customer service, the willingness and ability to provide effective leadership to staff, and the ability to communicate effectively with concessionaires, visitors, and representative of the Off Highway Vehicle community. Operation of off-road motorcycles, all terrain vehicles, and four-wheel drive vehicles is required. **State housing is not available.** For further information regarding this position, please contact Bob Williamson at (916) 985-8521 ext. 22.

******* EXAMINATIONS *******

The Department of Parks and Recreation has scheduled the following examinations.

Standard State applications (STD. 678) may be sent to:

Department of Parks and Recreation
Personnel Office
ATTENTION: EXAM UNIT
P.O. Box 942896
Sacramento, CA 94296-0001

<u>CLASS</u>	<u>FINAL FILING DATE</u>	<u>EXAM BASE</u>
C.E.A. Development Division	Until Filled	Promotional
Communications Operator	Continuous File	Open Non-Promotional
Staff Services Manager I	October 8, 2004	Promotional
State Park Lifeguard (Cadet)	Continuous File	Open
State Park Ranger (Cadet)	Continuous File	Open